

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic Training

DATE: 3 January 1955

FROM : Chief, Management Training

SUBJECT: Week of 27 December to 3 January

X (1.) 1. Basic Supervision. With the addition of an extra presentation of Basic Supervision in January, three presentations of the course are now scheduled end-to-end, commencing 9 January and running through 17 February. The course maximum of 18 students is enrolled for all three sessions, and there is pressure from some offices (notably O/C) for additional slots.

25X1 2. Fitness Report Familiarization. Following consultation with [] O/P, satisfactory arrangements have been made for the Office of Training to conduct, as a staff service to the Office of Personnel, a series of approximately seven meetings to acquaint key administrative and personnel officers with the new Fitness Report. Kits containing sample forms and draft Issuances have been made up and sent out for the entire series of meetings by [] office (DD/Pers/PD) with one day's assistance from [] Management Training secretary. Management Training has arranged the schedule and meeting places, has conducted one trial run with participants drawn from OTR, and has held the first of the scheduled series of meetings. Five more meetings are scheduled this week.

3. Basic Management. Top priority is now being given to the revision of an annotated bibliography used in conjunction with Basic Management. This bibliography, given to students at the close of each course, is regarded as an effective means of providing additional information to the Agency's middle managers and of sustaining their interest in good management. In addition, we are continuing to add to case materials. Four cases based on Agency situations have been drafted during the past week.

25X1
25X1

25X1

CONFIDENTIAL